

B202-SUBMITTAL CHECKLIST RESIDENTIAL ADDITIONS OR MAJOR REMODEL PROJECTS

This submittal checklist is intended to assist you in preparing and submitting a complete application. Once your application is determined to be counter complete, a review for technical completeness is conducted and you may be required to submit additional information in order to proceed with further review of your application.

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	□ Major	Remodel Project Addition/Expansion of Footprint
Ар	plicant Nan	ne: Assessor Tax Parcel #:
Submittal Requirements		
Use the column to the left to check off items included with your application.		
√		Required Applications
	B101	Project Application
√		Required Submittal Items
		2. Site plan, with date prepared and/or revised - Needed only if the property is serviced by
		public sewer and water - 2 copies
		3. Kitsap Public Health District Documentation – 1 original
		All residential additions or major remodel projects are required to have review and approval
		from Kitsap Public Health District (360-337-5285). The documentation to submit to PCD will be one of the following:
		□ Accepted or Concurrent Review BSA (Building Site Application)
		☐ Accepted or Concurrent Review BCA (Building Clearance)
		☐ Accepted Building Clearance Exemption
	B103	4. Energy Code Worksheet - 2 copies
		5. Construction plans - 2 sets (1 set to carry design professional's original stamp and
		signature if prepared by a licensed professional).
		6. Engineered plans and calculations, if applicable - 2 Sets (1 set to carry the engineer's
		original stamp and signature)
√		For Additions/Expansions of Footprint Only
		7. Residential Surface& Stormwater Management (SSWM) Plan. Also include the following as
		necessary:
		☐ SWPPP Narrative - 2 copies
		☐ SWPPP Drawings - 2 copies (on minimum 11" x 17" paper; drawn to scale)

Fees are due at the time of submittal. Accepted forms of payment:

- Cash
- Check/Cashier's Check Make checks payable to City of Bainbridge Island (COBI)

☐ Soil Management Plan - 2 copies

 Credit Cards: Discover, Visa, or MasterCard. A convenience fee will be assessed to each credit/debit card transaction.